



## Cañada College

### PLANNING & BUDGET MEETING MINUTES

Wednesday, December 6, 2006

Building 22, Room 114

1:30 to 3:30 p.m.

**Members Present:** Margie Carrington, Patty Dilko, Phyllis Lucas-Woods, Monica Malamud, Marilyn McBride, Martin Partlan, Terry Watson

Members Absent: Kevin Chappell, Maria Lara,

**Strategic Planning Division Reps Present:** Dick Claire, Denise Erickson, Jenny Fichmann, Pam Jones, Lina Mira, Karen Olesen, Rita Sabbadini, Lesli Sachs, Soraya Sohrabi,

**Ex-Officio:** Thomas Mohr – Interim President, Vickie Nunes – College Business Officer, Bart Scott - Researcher

AGENDA ITEM	CONTENT	PRESENTER
1) APPROVAL OF MINUTES 11/15/06	Minutes were approved as submitted.	Margie Carrington, Patty Dilko – Planning & Budget Co-Chairs
2) PUBLIC COMMENTS	None made.	
3) Budget Update – Funding for New Positions	<p>Reported that there will be three retirements this year in the following Departments - Early Childhood Education, Human Services, and Counseling. Three Post-Retirements (Counseling, Social Sciences/ Biology) will be ending this year.</p> <p>Informed members that the Hiring Justifications received from Divisions include 16 full-time faculty and 10 classified positions. Most of the classified position requests are at 48%. College Interim President, Vice Presidents, Deans, Academic Senate President &amp; rep, and Classified Senate President &amp; rep will all meet to discuss prioritization of faculty/ classified hiring justifications in the next week.</p>	<p>Vickie Nunes, College Business Officer</p> <p>Marilyn McBride, Vice President of Instruction</p>
4) STRATEGIC PLANNING	<p>Members reviewed, discussed, and commented on the three Mission Statements presented –</p> <ul style="list-style-type: none"><li>• Mission Statements drafted by the Planning &amp; Budget Sub-Committee</li><li>• Mission Statement submitted by Rick Voorhees</li><li>• College’s current Mission Statement.</li></ul> <p>Question to ask ourselves is “Will Mission Statement give guidance to decision makers in organization and be</p>	Thomas Mohr, Interim President

	<p>able to guide us?"</p> <p>Proposed that:</p> <ul style="list-style-type: none"> <li>• Mission Statement go back to the Planning &amp; Budget Sub-Committee for re-working and then brought back to Planning &amp; Budget Committee for review. If approved, submit for review to College Council and finally the College community.</li> <li>• Planning &amp; Budget Sub-Committee will meet again on the Mission Statement between now and 12/15/06</li> <li>• Mission Statement will be placed on the Planning &amp; Budget meeting agenda in February.</li> </ul>	
<p>5) STRATEGIC PLANNING: DRAFT GOALS &amp; RECOMMENDATIONS</p>	<p>Reviewed and discussed the preliminary Strategic Planning draft of Goals and Recommendations drafted by Rick Voorhees.</p> <p><b><u>GOAL ONE:</u></b> All curricular and student programming decisions are based on the primary goals of student success as documented by data.  <b><i>Goal One revised to read:</i></b>  <u><i>Base all curricular and programming decisions on data-driven strategies.</i></u></p> <p><b><u>GOAL TWO:</u></b> Develop new programs for which there is no current competition. Strengthen programs with an identified market niche.  <b><i>Goal Two revised to read:</i></b>  <u><i>Develop programs and recruit students that respond directly to the current and projected demographic and economic trends in the College's Service Area.</i></u></p> <p><b><u>GOAL THREE:</u></b> Respond directly to the current and projected racial, ethnic, income, and age patterns in the College's Service Area.  <b><i>Goal Three revised to read:</i></b>  <u><i>Develop programs and recruit students that respond directly to the current and projected demographic and economic trends in the College's Service Area.</i></u></p> <p><b><u>GOAL FOUR:</u></b> Review current programs for under-prepared students.  After a lengthy discussion, it was suggested that Goal 4 be broken into 3 separate goals.</p> <p>Goals 4 through 7 will be reviewed and discussed at the</p>	<p>Rick Voorhees,  Voorhees Group LLC</p>

	<p>next meeting in early February.</p> <p>The next steps following completion of the Goals would be to set a series of Strategies (Objectives as to what we are going to do to fulfill that goal. Include groups responsible for carrying out action and time frame along with what kind of measurements you plan on doing).</p>	
6) ADJOURNMENT	The meeting was adjourned at 3:40 p.m.	Margie Carrington, Patty Dilko – Planning & Budget Co-Chairs